

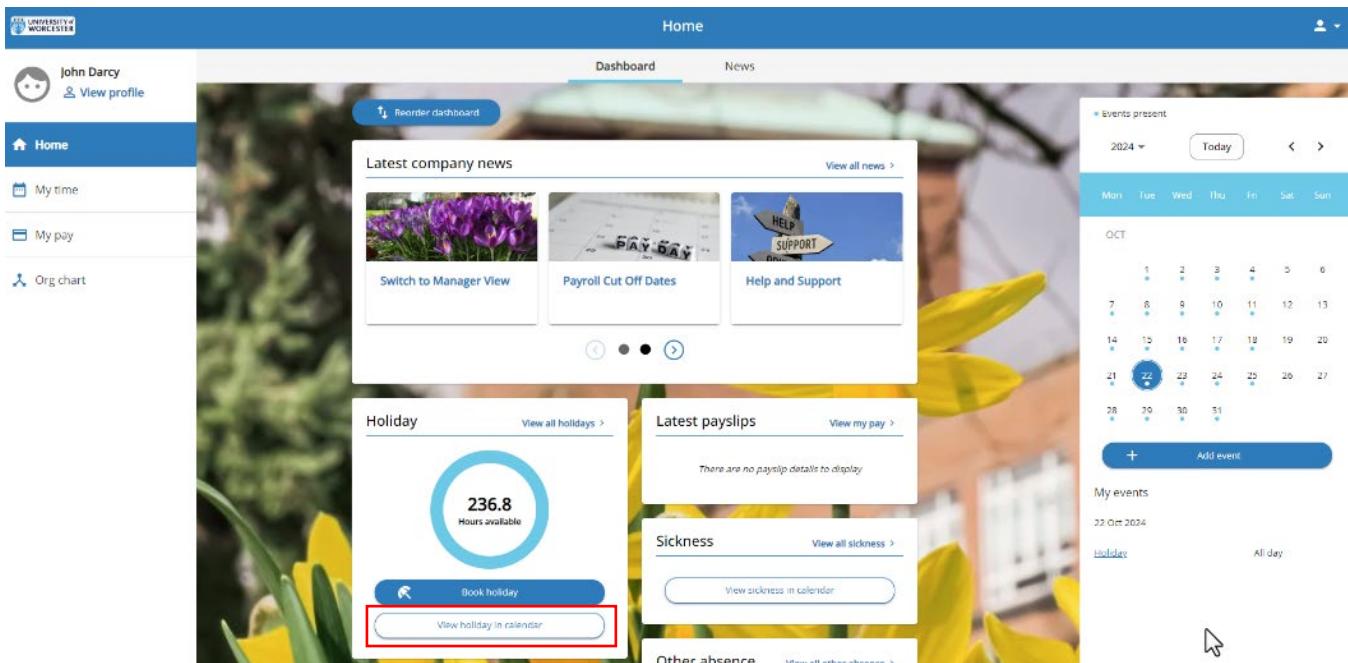
My View

Viewing your team calendar

This is *iTrent My View*. From here employees have access to a range of HR facilities via **Employee Self Service (ESS)**.

For example, you can view your teams' calendars in one place.

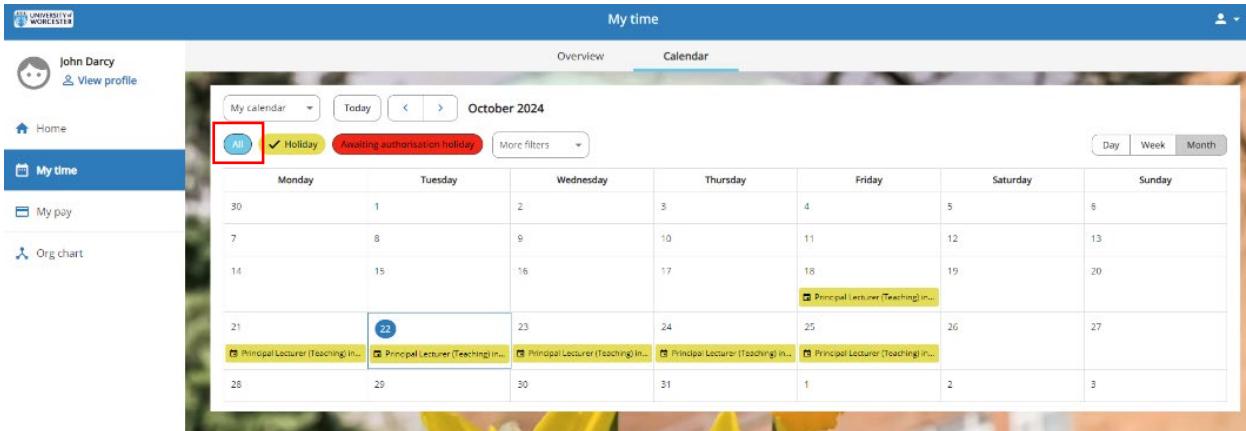
To do this your **Team Administrator** has to define your team as a **Peer Group**. You can then be in multiple Peer Groups, which can be useful when working on cross departmental projects.



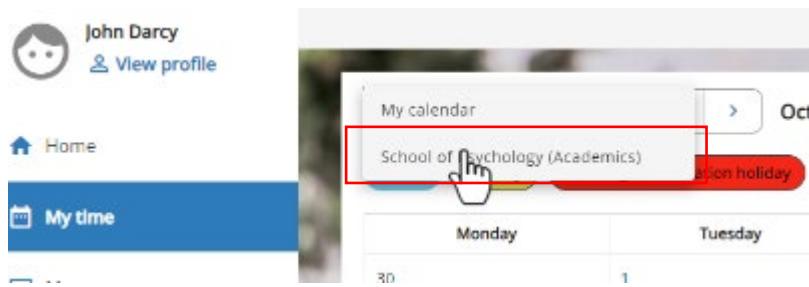
The screenshot shows the iTrent My View home screen. On the left, there's a sidebar with options: Home (selected), My time, My pay, and Org chart. The main area has a blue header with 'Home', 'Dashboard', and 'News'. Below the header is a 'Latest company news' section with three cards: 'Switch to Manager View' (image of purple flowers), 'Payroll Cut Off Dates' (image of a document), and 'Help and Support' (image of a signpost). To the right is a 'Holiday' section with a large circle showing '236.8 Hours available', a 'Book holiday' button, and a 'View holiday in calendar' button (which is highlighted with a red box). Further down are sections for 'Latest payslips' (no details), 'Sickness' (no details), and 'Other absence' (no details). On the far right is a calendar for October 2024, showing dates from 1 to 31. A mouse cursor is visible over the calendar.

To view your **Peer Groups**, start at the home screen and select **View holiday in calendar**.

Tick **All** to see all absence types and select your **Peer Group**.

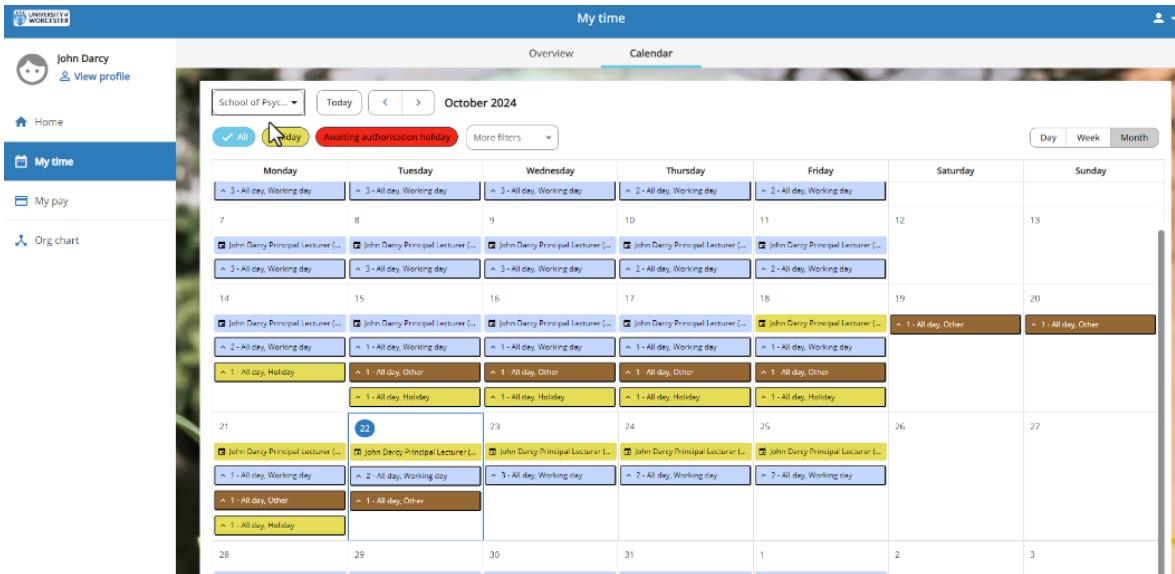


The screenshot shows the 'My time' calendar for October 2024. The 'All' filter button is highlighted with a red box. The calendar grid shows various absence types: 'Principal Lecturer (Teaching) in...', 'Principal Lecturer (Teaching) in...', 'Principal Lecturer (Teaching) in...', 'Principal Lecturer (Teaching) in...', and 'Principal Lecturer (Teaching) in...'. The days of the week are labeled Monday through Sunday. The 'Day', 'Week', and 'Month' buttons are visible in the top right corner.



The screenshot shows the 'My time' calendar interface. A red box highlights the 'School of Psychology (Academics)' dropdown menu, which is open. The 'All' filter button is also highlighted with a red box. The calendar grid for Monday and Tuesday shows 'Principal Lecturer (Teaching) in...' for most days.

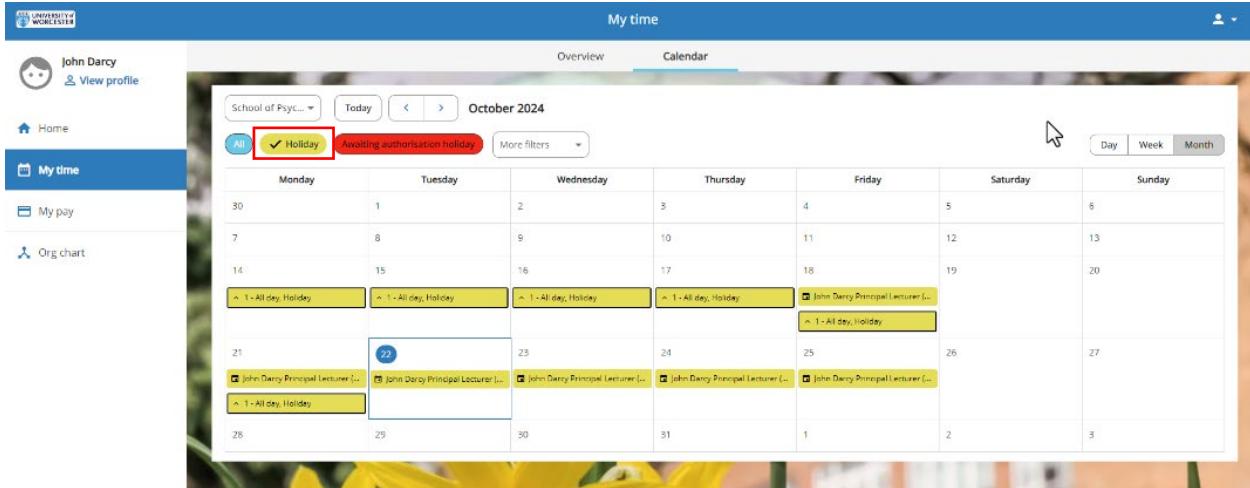
The calendar will then show everyone in your **Peer Group**, showing either their working pattern hours or indicating if they are absent.



The screenshot shows the 'My time' calendar interface with the 'All' filter button highlighted with a red box. The 'School of Psych.' dropdown menu is open, and the 'All' button is also highlighted with a red box. The calendar grid shows a mix of 'Working day' (blue), 'Holiday' (yellow), and 'Other' (brown) status for various days throughout the month.

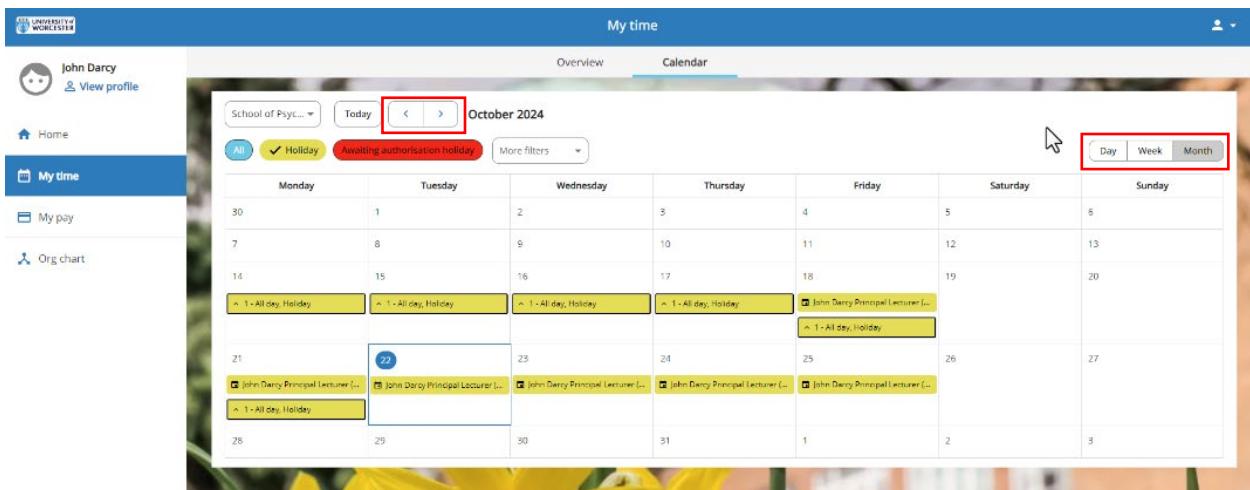
Note that you will only be able to see the absence types of your peers, not the reasons.

You can then use the filters to only see certain absence types such as **Holiday**.



A screenshot of the 'My time' calendar interface. The top navigation bar shows 'My time' and 'Calendar'. The left sidebar includes 'Home', 'My pay', and 'Org chart'. The main calendar view for October 2024 shows several yellow-highlighted days, indicating they are marked as 'Holiday'. A red box highlights the 'Holiday' filter button in the top navigation bar, which is checked. Other filter options like 'Awaiting authorisation holiday' and 'More filters' are also visible. The bottom right of the calendar shows a 'Day', 'Week', and 'Month' switcher, with 'Month' currently selected.

You can also use the **Week**, **Month** and **Day** buttons to change the calendar view. And the arrows to navigate.



A screenshot of the 'My time' calendar interface, similar to the previous one but with the 'Month' view selected. The 'Month' view switcher is highlighted with a red box. The calendar shows the same yellow-highlighted 'Holiday' days as the previous screenshot. The top navigation bar and left sidebar are identical to the first screenshot.

If there are no **Peer Groups** available to you, your **Team Administrator** can create these views for you. (Please see the list of administrators here <https://itrent.on.worc.ac.uk/help-and-support/>).